

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HALF HOLLOW HILLS COMMUNITY LIBRARY HELD ON SEPTEMBER 19, 2022, AT DIX HILLS.

1. The meeting was called to order by Library Board President, Jacob Goldman, at 6:35PM. Also present were Board Members, Larry Bloomstein, Maxine Cohen, Bruce Gordon, and Wayne Griffith.
2. Also present were Helen Crosson, Library Director, Charlene Muhr, Assistant Library Director, Michele Peluso, Business Manager, Rosemarie Menta, Clerk of the Board of Trustees, Anne Votta, Substitute Clerk of the Board of Trustees, and James Balletta, staff host for Zoom meeting.
3. There were no guests.
4. Upon a motion by Mr. Bloomstein, seconded by Ms. Cohen, the minutes of the Regular Board Meeting on August 15, 2022, were approved.
5. Nina Lesser, Architect, from Peter Gisolfi and Associates, attended the meeting via Zoom at 6:45PM to discuss the punch list and post-occupancy items for the new building.
6. Nina Lesser left the meeting at 7:09PM.
7. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, Abstract No. 1136, in the amount of \$16,376.53, was ratified.
8. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, Abstract No. 1137, in the amount of \$92,318.99, was approved.
9. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, Abstract No. 1138, in the amount of \$148,849.72, was approved with the exception of Check No. 3156, in the amount of \$5,600.00, for Hi Tech Air Conditioning Service, Inc., which was put on hold.
10. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, Abstract No. 1139, in the amount of \$25,350.00, was approved with the exception of Check No. 10261, in the amount of \$25,000.00, for Capobianco, Inc, which was put on hold pending receipt of the as-builts and closing documents.
11. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, Abstract No. 1140, in the amount of \$96,565.67, was approved.

12. Upon a motion by Mr. Bloomstein, seconded by Mr. Griffith, the Payroll Warrant No. 1510, dated 8/25/22, in the amount of \$145,535.91, was ratified. (Mr. Gordon abstained).
13. Upon a motion by Mr. Bloomstein, seconded by Mr. Griffith, the Payroll Warrant No. 1511, dated 9/08/22, in the amount of \$138,070.80, was ratified. (Mr. Gordon abstained).
14. Michele Peluso, Business Manager, discussed financial reports.
15. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, the Board of Trustees approved a modification to the Use of Library Facilities Policy.
16. The recommendation to amend the Exhibit / Display Policy and Procedures was tabled.
17. The recommendation to change the date for the December Board Meeting was denied. It was decided that the December Board Meeting will remain as scheduled for Monday, December 19, 2022.
18. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, the Board of Trustees authorized the transfer of all paper and electronic files of the Library from Hamburger, Maxson, Yaffe & Martingale, LLP (“HMY”) to Quatela Chimeri, PLLC, and the retaining of Andrew K. Martingale of Quatela Chimeri, PLLC, as Library Attorney, effective September 1, 2022, on the same terms and conditions as the retainer letter on file with the Library from HMY. (Mr. Bloomstein, Ms. Cohen, Mr. Gordon, and Mr. Griffith voted in favor. Mr. Goldman abstained.)
19. The recommendation to uncommit the balances listed in Note 10 of the audited financial statements as of the fiscal year ending June 30, 2022, was tabled pending discussion with Library Auditor, Al Coster, of Baldessari & Coster LLP.
20. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, the Board of Trustees approved the amendment of the SCLS Resource Sharing Code.
21. Upon a motion by Mr. Bloomstein, seconded by Mr. Griffith, the Board of Trustees approved the recommendation to purchase 20 polyethylene training tables 20” wide x 71” long x 29” high, 450lb capacity, at a cost not to exceed \$3,000.00.
22. Upon a motion by Mr. Bloomstein, seconded by Ms. Cohen, the Board of Trustees authorized the Director to attend the Directors’ Summit Conference in Baltimore, MD, on December 1 & 2, 2022, at an amount not to exceed \$1,000.00.

23. Upon a motion by Mr. Bloomstein, seconded by Mr. Griffith, the Board of Trustees approved the removal of dead trees, pruning of trees, and grinding of stumps as needed at a cost not to exceed \$12,000.00, with the stipulation that, if possible, the red oak tree be saved.
24. Recommendation to purchase three (3) shade sails, each measuring approximately 27'6" x 21' for the Children's patio at a cost not to exceed \$30,000.00, was tabled.
25. Helen Crosson, Library Director, discussed her Director's Report, shared patron correspondence, and provided a staffing update.
26. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, the Board of Trustees approved the Personnel Report (Mr. Gordon abstained).
27. Upon a motion by Mr. Griffith, seconded by Ms. Cohen, the Board of Trustees entered Executive Session to discuss personnel matters at 8:35PM.
28. The Board of Trustees exited Executive Session at 8:44PM.
29. Upon a motion by Mr. Griffith, seconded by Mr. Gordon, the meeting was adjourned at 8:45PM.

Respectfully submitted,

Rosemarie Menta  
Clerk of the Board of Trustees

Larry Bloomstein  
Secretary